

Memo to: Chief, Printing and Photography Division, OL

From: Chairman, Fine Arts Commission

Subject: Instructions for Display of Posters

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Reference: Att. 4

1. Some months ago there were some discussions about the growing problem of inappropriate display of posters on the kiosks and entrance display units in Headquarters building. One idea which was considered, and which I believe you were prepared to support, involved handing out display instructions to employees when they picked up posters printed for them by P&PD.

2. Official travel interfered with further efforts to meet this problem, and in the meantime a revised regulation on the FAC has been published, with an attachment covering the proper display of notices, etc. I have made a copy of the attachment and underscored those portions which address the responsibilities of employees posting information on kiosks and display units. The Commission would be most grateful if you could arrange to have your staff either give a copy of this document to each person picking up posters or include a copy in the package when delivering posters to customers. Whether those receiving the handout follow the instructions is our problem and not yours, of course, but at least we will have the assurance that they are not displaying the posters in ignorance of the rules.

3. There is one other way in which you could be of service to us. As you know, mounted posters will not fit between the sheets of plastic in the entrance display units. Some people have learned this only after having their posters mounted on core-board. It would be useful if those requesting mounted posters could be reminded that they should leave a few of the posters unmounted if they plan on displaying them in the entrance units.

4. If any of this raises questions which you want to discuss, please call me on

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Att: a/s

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LOGISTICS

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PROPER DISPLAY OF NOTICES, ADVERTISING,
AND OTHER SUCH MATERIAL WITHIN AGENCY FACILITIES

1. The following guidelines govern the posting of information on kiosks, public bulletin boards, and entrance display units:
 - a. **KIOSKS.** Kiosks are located in Headquarters Building in the IF and IC corridors at their intersections with J corridor. Only items of immediate interest and short duration should be posted (tacked firmly in place at all four corners) not more than a week in advance of the scheduled event and must be removed by the sponsoring office or individual immediately after the event takes place. Anyone posting notices may remove expired items in order to make room for current announcements.
 - b. **PUBLIC BULLETIN BOARDS.** Public bulletin boards are located in Agency buildings to be used for the display of material on Government-wide programs, long-term activities, personal notices, or non-Agency events (examples: Credit Union items, items for sale, carpooling, energy conservation, health and safety items, Office of Training and Education courses, public sports or theater events). Approval to post information on any of the Agency public bulletin boards must be obtained from the Employee Activity Association, Benefits and Services Division, Office of Personnel.
 - c. **ENTRANCE DISPLAY UNITS.** Six-sided entrance display units are located at the Main, Tunnel, Northeast, North Cafeteria, Southwest, and South Dock entrances of Headquarters Building. Three sections of each unit are reserved for posting information required by General Services Administration regulations, including the Code of Ethics and the list of items prohibited in the building, and for permanent posting of security-related messages such as badge removal and search procedures. Three remaining sections are available for posting notices of a time-sensitive nature (examples: announcements about guest speakers, concerts, dramatic presentations, bloodmobile days, or religious services). Announcements may be posted for two days only, the day of the event and the preceding day. The office concerned is responsible for removing items promptly after an event. All displayed information is to be produced mechanically or photographically, may be 24 inches high by 18 inches wide or smaller, must be unmounted, and may be grouped to share one display panel. No more than one copy of any notice may be placed on any display unit. (To insert notices in display units, remove the top bar from one section of the unit, slide the paper message between the clear plastic and the black background, and replace the top bar. The unit then may be rotated or turned to display the message more prominently.) These display units also will be used for emergency notices concerning matters such as weather conditions, gate closings, road problems, or presence of film crews. Questions about emergency notices, normally posted by the Office of Security in special bulletin format, should be directed to the Security Duty Officer, Headquarters Building.
2. The use of easels for display of notices or other material and the posting of items on doors, walls, mirrors, or anywhere other than kiosks, public bulletin boards, or entrance display units are not permitted.

13 March 1984 (1644)

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